




## GP Smart Referrals | Attaching Information to a Request

A range of documentation can be attached from the patient's chart, either from the clinical software or from the computer and sent with the Referral or Request for Advice (RFA).

In addition to the above, Smart Referrals auto-populates relevant patient information from the Practice Management System (PMS). The information is auto-populated upon launching the Smart Referrals application.

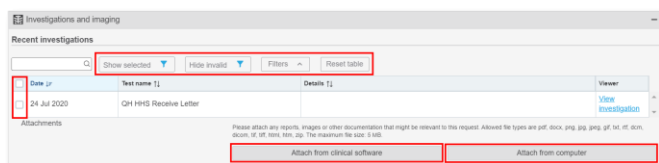
**NOTE:** Auto-populated information is marked with an orange padlock icon  and cannot be edited via the request template and is required to be updated in the PMS prior to request submission.

### File Types & Size Limits

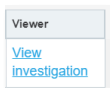
- Allowed file types:
  - pdf, docx, png, jpg, jpeg, gif, zip, html, txt, rtf, dcm, dicome, tif, tiff, htm.
- There is a 5MB per file attachment limit up to a total of 25MB per request.

### Investigations and Imaging Section

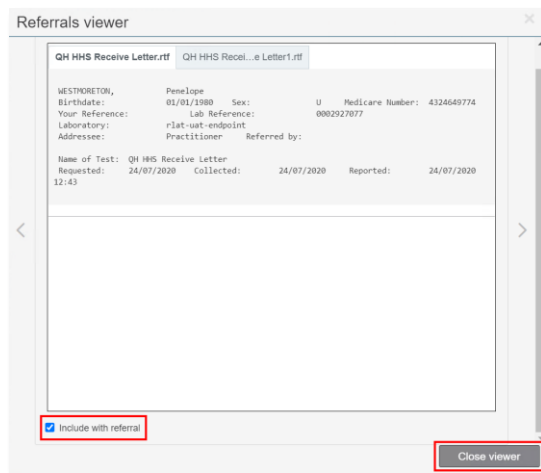
- Files can be attached to the referral by selecting the checkbox that aligns with the file.
- Files can be sorted or filtered using the buttons above the table on the column headers.



- Investigations can be previewed by using the [View Investigation](#) button to the right of each investigation.



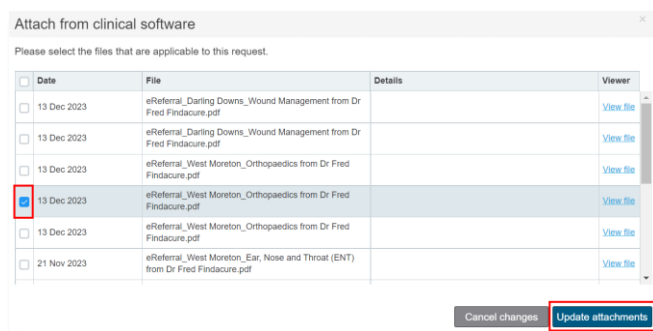
- While viewing, the investigation can be selected using the [Include with referral](#) checkbox on the bottom left-hand side of the viewer window.



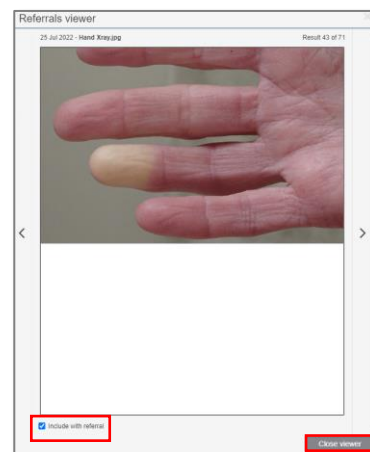
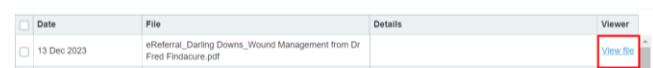
- Close the viewer window by selecting the [Close viewer](#) button.

### Attach from clinical software

- The [Attach from clinical software](#) button opens a window which allows the user to select files from the clinical software.
- Select items using the checkbox to the left-hand side of the file and click the [Update attachments](#) button to add it to the request.



- Use the [View file](#) button to the right-hand side of the file to open the viewer window.

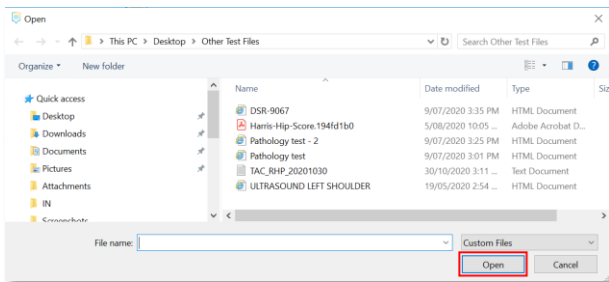


# Smart Referrals

- While viewing, the file can be selected using the **Include with referral** checkbox on the bottom left-hand side of the viewer window.
- Close the viewer window by selecting the **Close viewer** button.

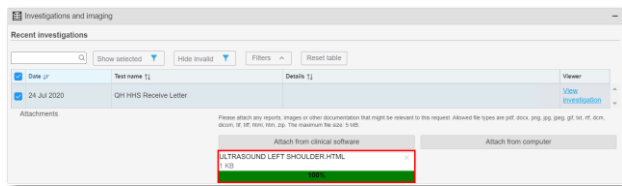
## Attach from computer

- The **Attach from computer** button opens a file explorer window for navigating files within the computer such as desktop.
- Select item and click the **Open** button.

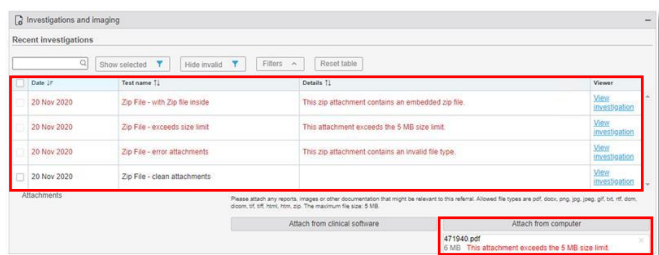


## Upload notifications

- When files selected from the clinical software or computer have been uploaded successfully, a green 100% upload notification will display.



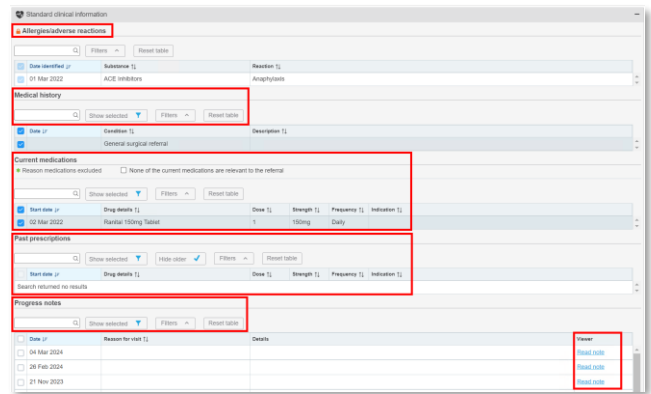
- Items that cannot be attached will display a red notification to the user.



- To remove an attachment, click the **x** in the right-hand corner of the attachment.

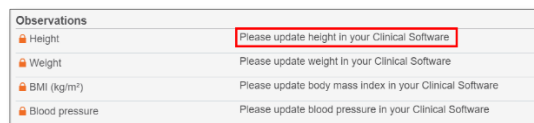
## Standard Clinical Information Section

- To send clinical data with a referral, select the checkbox that aligns with the information from the sections:
  - Allergies/Adverse reactions
  - Medical History
  - Current Medications
  - Past Prescriptions
  - Progress notes



## Editing Extracted Data

- Where the information has not been completed in the PMS, the Smart Referrals template will request this to be updated.

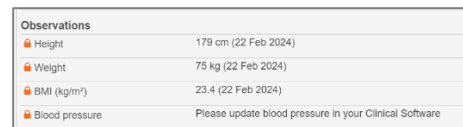


**NOTE:** Information auto-populated from the PMS is required to comply with minimum referral criteria.

- Return to the patient chart in the PMS and update the relevant field(s).
- Return to the Smart Referrals window and select **Refresh content** to extract the most recent data.

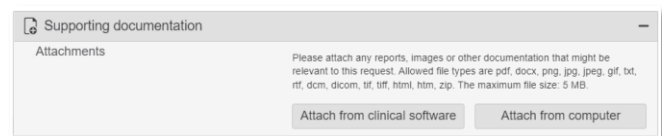


- The updated information will now be visible within the Smart Referrals template.



## Supporting Documentation Section

- In the **Supporting Documentation** section reports, images and/or other documentation that may be clinically relevant to the referral can be attached from the clinical software or computer.
- The **Attach from clinical software** and **Attach from computer** buttons function in the same way as described above.



## How to get help

Resources available on the [Smart Referrals webpage](#).

Phone Support: 1300 478 439

Email: [QH-SmartReferrals@health.qld.gov.au](mailto:QH-SmartReferrals@health.qld.gov.au)

